

## Toolbox 2.0 Veterans Program Desk Aid

### Entering Veteran Data for New Job Seeker

The following screens are designed to assist in entering veteran data using a variety of scenarios. Data for Guard or Reserve members and eligible spouses are also entered on the “Vet/Mig” tab.

**NOTE:** By clicking in the boxes and pressing F1, you access a help box for each item. As of document creation, help screens were incomplete. Therefore, screen shots do not include the help screen. Corrected text is included.

Help is also available on the message screen at the bottom of the screen.

The screenshot shows a software window titled "Toolbox 2 (Test (ttest)) - Seeker Data Entry". The "Vet/Mig" tab is selected, as indicated by a red arrow. The form contains the following fields and data:

- SSN: [Redacted]
- Date: 11/27/01
- Entered By: RODNEY HENRY
- Name: WALTER MERRITT
- Address Line 1: 421 E DUNKLIN
- Address Line 2: [Redacted]
- City: JEFFERSON CITY
- St: MO
- Zip: 65109
- Email Address: jfox@gmail.com
- Phone Numbers: Home (816) 2813000, Cell (573) [Redacted], Work (573) [Redacted], Other (573) [Redacted]
- Date of Birth: 12/26/1947
- Citizen: Y
- Gender: M
- Refugee: N
- Asylee: N
- Homeless: N
- Hispanic/Latino: N
- Race Codes: W
- Alien Reg Number: A
- Refugee Entry Date: [Redacted]
- Asylum Granted Date: [Redacted]

At the bottom right, there are "Save" and "Cancel" buttons. A status bar at the bottom indicates "Transaction complete: 1 records applied and saved." and "Record: 1/1".

*Figure 1 Seeker Data Entry*

### Step-by-Step:

- 1) On the Seeker Data Entry screen, select the “Vet/Mig” tab to enter veteran data.

## Entering Information in the Seeker Data Entry Vet/Mig Screen (Check all that apply)

Toolbox 2 [Test (ttest)] - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability: N

Disabled Veteran: N

Eligible Veteran: N

Other Eligible: N

National Guard/Reservist: N

Spouse of Deployed Guard or Reserve: N

Campaign Badge: N

Transitional Service Member: ☐

Service Dates: Served From Served To

Branch:

Veteran Status Displayed: ☐

Migrant Worker Code: ☐

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1 <OSC>

Help Text

*Figure 2 Seeker Data Entry Vet/Mig Screen: Special Disability*

### Special Disabled Veteran

#### Step-by-Step:

1. Indicate whether the veteran is a special disabled veteran
  - enter “1,” (Y)es for yes
  - enter “2”, (N)o for no.

NOTE: Default for special disabled veteran is “N.”

#### *A special disabled veteran is defined as:*

A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs (VA) for a disability:

1. rated at 30 percent or more, or
2. rated at 10 or 20 percent in the case of a veteran who has been determined have a serious employment handicap.

Toolbox 2 (Test (ttest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability:

Disabled Veteran:  →

Eligible Veteran:

Other Eligible:

National Guard/Reservist:

Spouse of Deployed Guard or Reserve:

Campaign Badge:

Transitional Service Member: ☐

Service Dates: Served From Served To

Branch:

Veteran Status Displayed: ☐

Migrant Worker Code: ☐

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1

**Figure 3**  
*Seeker Data Entry Vet/Mig Screen: Disabled Veteran*

## Step-by-Step:

1. Indicate whether the veteran is a disabled veteran
  - enter “1,” (Y)es for yes
  - enter “2”, (N)o for no.

**NOTE:** Default for disabled veteran is “N.”

**REMINDER:** *Disability is verified with aDD-214 or letter from the VA.*

### *A disabled veteran is defined as:*

A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs (VA), or (B) a person who was discharged or released from active duty because of a service-connected disability.

Toolbox 2 (Test (tbtest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability:

Disabled Veteran:

Eligible Veteran:  ←

Other Eligible:

National Guard/Reservist:

Spouse of Deployed Guard or Reserve:

Campaign Badge:

Transitional Service Member: ☐

Service Dates: Served From Served To

Branch:

Veteran Status Displayed: ☐

Migrant Worker Code: ☐

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1 <OSC>

**Figure 4**  
**Seeker Data Entry Vet/Mig Screen: Eligible Veteran**

***A veteran is defined as:***

A person who—

- a. served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge;
- b. was discharged or released from active duty because of a service-connected disability; or
- c. as a member of a Guard or reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge (All three criteria must be met).

If Guard or Reserve activated under listed authority, mark “Guard/Reserve” also.

## Step-by-Step:

1. Indicate whether eligible veteran
  - enter “1,” (Y)es for yes
  - enter “2”, (N)o for no.

**NOTE:** Default for eligible veteran is “N.”

**REMINDER:** *Status is verified with a DD-214 or supporting documentation.*

Toolbox 2 (Test [ttest]) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability: N

Disabled Veteran: N

Eligible Veteran: N

Other Eligible: N

National Guard/Reservist: N

Spouse of Deployed Guard or Reserve: N

Campaign Badge: N

Transitional Service Member: ☐

Service Dates: Served From Served To

Branch:

Veteran Status Displayed: ☐

Migrant Worker Code: ☐

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1

**Figure 5**  
**Seeker Data Entry Vet/Mig Screen: Other Eligible Veteran**

### **An eligible person is defined as:**

- A. The spouse of any person who died of a service-connected disability,
- B. The spouse of any member of the Armed Forces serving on active duty who is listed in one or more of the following categories and has been so listed for a total of more than ninety days:
  - (i) missing in action,
  - (ii) captured in line of duty by a hostile force, or
  - (iii) forcibly detained or interned in line of duty by a foreign government or power,or
- C. The spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

## Step-by-Step:

2. Indicate whether the veteran is an other eligible person
  - enter “1,” (Y)es for yes
  - enter “2,” (N)o for no.

**NOTE:** Default for other eligible person is “N.”

**REMINDER:** Status is verified with a DD-214 or supporting documentation. Use spouses veteran information

The screenshot shows a software window titled "Toolbox 2 (Test (ttest)) - Seeker Data Entry". The window has a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. Below the toolbar is a tabbed interface with tabs for Basic, Vet/Mig, Desired Emp, Job Info, Emp His, Education, Eligibility, and Skills. The "Vet/Mig" tab is currently selected. The main area of the window contains several fields with dropdown menus or checkboxes, all set to "N" or "0". A red arrow points to the "Other Eligible" field. The fields are: Special Disability (N), Disabled Veteran (N), Eligible Veteran (N), Other Eligible (N), National Guard/Reservist (N), Spouse of Deployed Guard or Reserve (N), Campaign Badge (N), Transitional Service Member (checkbox), Service Dates (Served From, Served To), Branch (dropdown), Veteran Status Displayed (checkbox), and Migrant Worker Code (checkbox). At the bottom right are "Save" and "Cancel" buttons. A status bar at the very bottom shows "N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard" and "Record: 1/1".

**Figure 6**  
*Seeker Data Entry Vet/Mig Screen: National Guard Reservist*

### *A National Guard Reservist is defined as:*

A person who served as a member of a Guard or reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge (All three criteria must be met).



**NOTE:** If Guard or Reserve activated under listed authority, mark appropriate veterans box also.

## Step-by-Step:

1. Indicate whether the veteran is National Guard
  - enter “1,” (Y)es for yes
  - enter “2”, (N)o for no.

**NOTE:** Default for National Guard person is “N.”

**REMINDER:** Status is verified with a DD-214 or activation orders stating the authority.

Toolbox 2 (Test (ttest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability: N

Disabled Veteran: N

Eligible Veteran: N

Other Eligible: N

National Guard/Reservist: N

Spouse of Deployed Guard or Reserve: N

Campaign Badge: N

Transitional Service Member

Service Dates: Served From Served To

Branch:

Veteran Status Displayed

Migrant Worker Code:

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1 <OSC>

**Figure 7**  
*Seeker Data Entry Vet/Mig Screen: Campaign Badge*

***Campaign Badge is defined as:***

A veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded.

## Step-by-Step:

1. Indicate whether the veteran has campaign badge
  - enter “1,” (Y)es for yes
  - enter “2”, (N)o for no.

**NOTE:** Default for campaign badge is “N.”

**NOTE:** For a complete listing of campaign badges and the authorization dates, visit:  
<http://www.opm.gov/veterans/html/vgmedal2.asp>

Toolbox 2 (Test [ttest]) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Data Entry

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability: N

Disabled Veteran: N

Eligible Veteran: N

Other Eligible: N

National Guard/Reservist: N

Spouse of Deployed Guard or Reserve: N

Campaign Badge: N

Transitional Service Member ☐

Service Dates: Served From Served To

Branch: [Dropdown]

Veteran Status Displayed ☐

Migrant Worker Code: [Input]

Save Cancel

N=NONE, V=Regular, D=<30% Disabled, S=>30% Disabled, O=Spouse, R=Reserve/Nat. Guard

Record: 1/1

**Figure 8**  
***Seeker Data Entry Vet/Mig Screen: Transitional Service Member***

***Transitional Service Member is defined as:***

An individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of discharge.



## Step-by-Step:

1. Indicate whether the veteran is a transitional service member
  - enter “1,” (D) for discharge
  - enter “2”, (R) for retirement

**NOTE:** Default for transitional service member person is “blank”.

**Do not mark “Veteran Status Displayed” or indicate “Yes” in any other box.**

Toolbox 2 (Test (ttest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Seeker Entry Screen

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Special Disability:

Disabled Veteran:

Eligible Veteran:

Other Eligible:

National Guard/Reservist:

Spouse of Deployed Guard or Reserve:

Campaign Badge:

Transitional Service Member:

Service Dates: Served From Served To

01/02/1993 01/02/2000

Branch:

Veteran Status Displayed:

Migrant Worker Code:

Save Cancel

Transaction complete: 1 records applied and saved.  
Record: 1/1

**Figure 9**  
*Seeker Data Entry Vet/Mig Screen: Service Dates*

## Step-by-Step:

1. Complete the “Served From” and “Served To” boxes.
2. Select the branch of service from the drop down box.

**NOTE:** Multiple periods of service may be entered.

*Service Dates as defined as:*

### **Served From:**

Indicates the beginning month, day and year of military service (mm\dd\yy). *For Guard and Reserve, these dates should indicate service for other than training.*

**Served To:**

Indicates the ending month, day and year of military service (mm\dd\yy). **For Guard and Reserve, these dates should indicate service for other than training.**

**NOTE: Served To dates may be entered one year in future for separating service member and 2 years in the future for retiring service member.**

The screenshot shows a software window titled "Toolbox 2 (Test (tbtst)) - Seeker Data Entry". The "Vet/Mig" tab is active. The form includes the following fields:

- Special Disability:
- Disabled Veteran:
- Eligible Veteran:
- Other Eligible:
- National Guard/Reservist:
- Spouse of Deployed Guard or Reserve:
- Campaign Badge:
- Transitional Service Member: ☐
- Service Dates: A table with columns "Served From" and "Served To".

01/02/1993	01/02/2000
- Branch:  (A red arrow points to this dropdown menu.)
- Veteran Status Displayed: ☐
- Migrant Worker Code: ☐

At the bottom right are "Save" and "Cancel" buttons. A status bar at the bottom indicates "Transaction complete: 1 records applied and saved." and "Record: 1/1".

*Figure 10*  
*Seeker Data Entry Vet/Mig Screen: Branch*

## Step-by-Step:

1. Click on the dropdown box to select the branch of service.

**NOTE:** Only one selection can be made. In the instance of multiple enlistments in two or more branches, select the last branch served in.

**Figure 11**  
*Seeker Data Entry Vet/Mig Screen: Veteran Status Displayed*

## **Veteran Status Displayed**

Indicates whether veterans information should be displayed to employers or not.

**Do not indicate yes if the seeker is a “Transitional Service Member.”**

## **Step-by-Step:**

1. Indicate veteran status
  - enter “1,” (Y)es for yes
  - enter “2”, (N)o for no.

**NOTE:** Default for Veteran Status is “blank”.

## Assessment

The LVER/DVOP provides intensive services to veterans unable to acquire or retain employment without additional services. **All seekers assisted by the LVER/DVOP must have a completed assessment and employment plan.**

**NOTE: Not all tabs need to be completed by the LVER/DVOP. This guide addresses those Tabs that do need completion.**

The screenshot shows a software application titled "Toolbox 2 (Test (ttest)) - Seeker Data Entry". The interface includes a menu bar (File, Edit, Navigation, Utility, MO Utility, Window, Help) and a toolbar with various icons. A red arrow points to a green checkmark icon in the toolbar. Below the toolbar, there are tabs: Basic, Vet/Mig (selected), Desired Emp, Job Info, Emp His, Education, Eligibility, and Skills. The main form area contains the following fields:

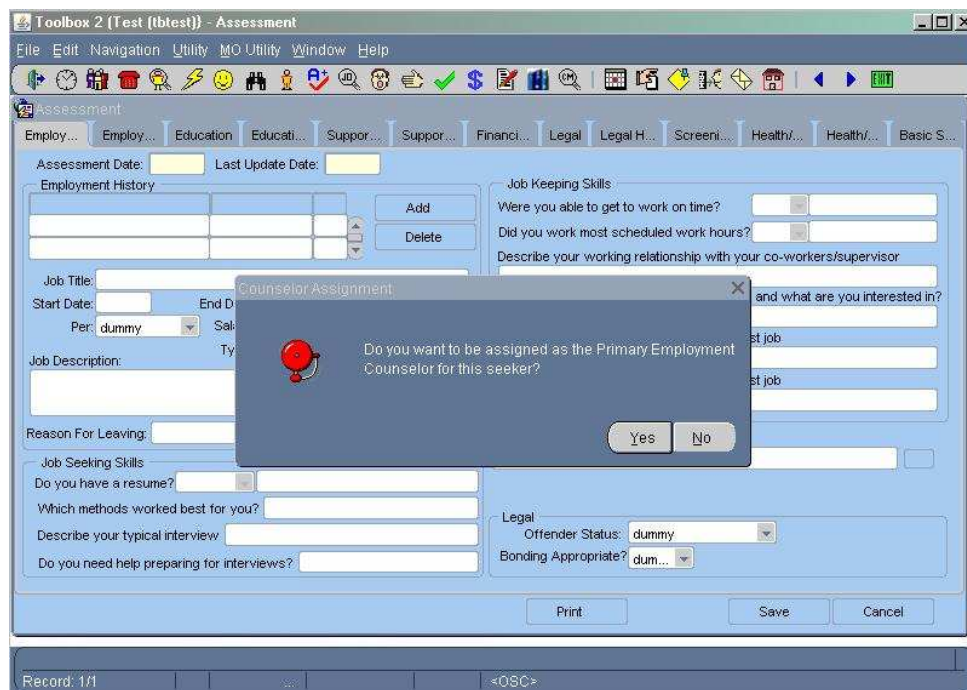
- Pseudo**: [Pseudo] (Last Update: 03/12/08)
- SSN**: [Redacted]
- Date**: 11/27/01
- Entered By**: RODNEY HENRY
- Name**: WALTER MERRITT
- Mailing Address**: 421 E DUNKLIN (Address Line 1), [Redacted] (Address Line 2), JEFFERSON CITY (City), MC (St), 65109 (Zip)
- Street Address**: [Redacted]
- Email Address**: jfox@gmail.com
- Phone Numbers**: Home (816) 2813000, Cell (573) [Redacted], Work (573) [Redacted], Other (573) [Redacted]
- Date of Birth**: 12/26/1947
- Citizen**: Y
- Gender**: M
- Refugee**: N
- Alien Reg Number**: A [Redacted]
- Asylee**: N
- Refugee Entry Date**: [Redacted]
- Homeless**: N
- Hispanic/Latino**: N
- Asylum Granted Date**: [Redacted]
- Race Codes**: W

At the bottom right, there are "Save" and "Cancel" buttons. A status bar at the bottom indicates "Transaction complete: 1 records applied and saved." and "Record: 1/1".

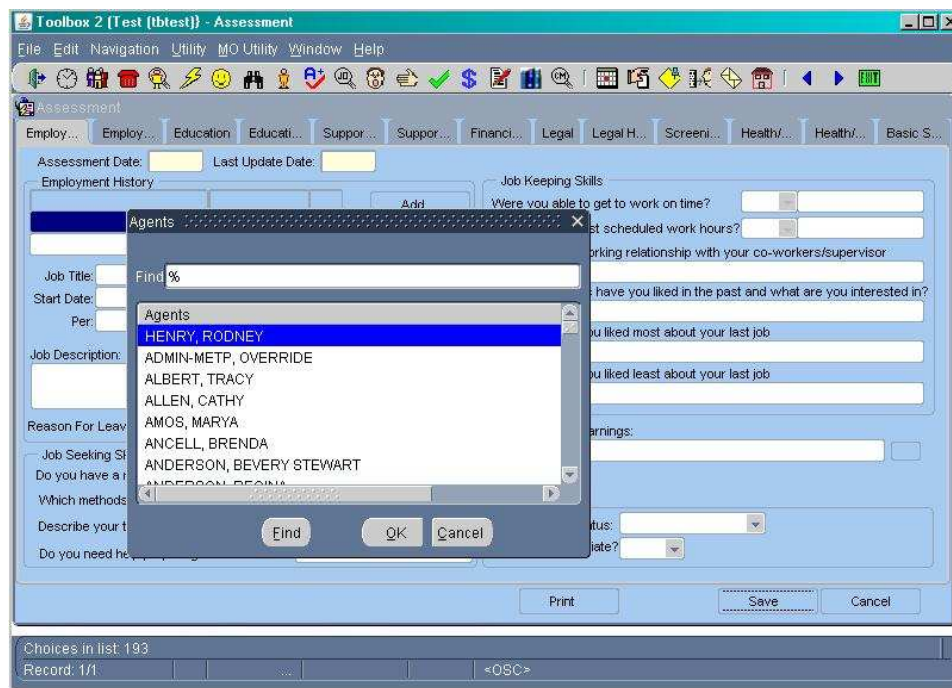
*Figure 12  
Seeker Data Entry Vet/Mig Screen: Assessment*

## Step-by-Step:

1. Click on the green check mark to begin the assessment. The Counselor Assignment box will display. (see Figure 13)
2. Select "Yes" or "No." Select your name from the list in the window that pops up.



**Figure 13**  
**Primary Employment Counselor Box**



**Figure 14** **Assessment Screen Search**



**Figure 15**  
**Seeker Assessment Screen: Employment**

## Employment

Some fields are populated with data collected elsewhere in the registration process. The remainder of the blocks are either free form or answered by making a selection from a drop down box.

**NOTE:** Most fields have help screens that can be accessed by pressing F1.

## Step-by-Step:

1. Complete all fields on the “Employment” tab
2. Click “Save” to continue.
3. Click the “Education” Tab.

**NOTE:** “Cancel” will reset the form to blank and the process will need to be restarted. “Save” should be performed frequently when completing this or any other form.



**Figure 16**  
**Seeker Assessment Screen: Education**

## Education

Enter the educational information requested.

## Step-by-Step:

1. Complete all fields on the “Education” tab
2. Click “Save” to continue.

**NOTE:** Fields are either freeform or dropdown boxes. The “Add” and “Delete” buttons permit you to add additional lines as needed or delete those lines that were completed in error.

**IMPORTANT! It is not necessary for the LVER/DVOP to complete the remaining tabs.** (Those tabs are used for in depth assessments or to determine program eligibility.) **Begin on the “Employment Plan” tab.**

**Toolbox 2 (Test (ttest)) - Assessment**

File Edit Navigation Options Utility MJO Utility Window Help

Assessment - WALTER MERRITT(###-##-1111) | RODNEY HENRY (573)526-9762

Employment Education Support System Financial Needs Legal Screening Health/Treatment Basic Skills Tests

Assessment Date: 03/12/08 Last Update Date:

Education History

Highest grade completed?  Currently in School: No

Would you like to obtain your high school diploma or GED?

Do you have a learning disability?

What did you like about school?

What did you dislike about school?

Are there any training programs you started but didn't complete?

Training Program	Reason for Leaving	Exit Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you interested in more training or skill enhancement?

Describe:

School:

City:  State:

Major:

Degree: High School Diplo... Completion Date: 06/80

Employment Skills

Aptitude/Ability Tests

Test Type:

Test Date:

Results:

Education Issues

LEP/ESL:

Describe:

Pell grant status:  Yr:  Amt:

Describe:

Financial Aid

Licenses and Certificates

Training Completion Certificates

Type	License/Certificate	Date	St
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

Record: 1/1 <OSC>

**Figure 17**  
*Seeker Assessment Screen: Employment Plan*

## Navigate to the Employment Plan

### Step-by-Step:

1. Click on the Employment Plan icon.
2. Complete all fields in the Employment Plan.
3. Click "Save".